

**King County District Court  
Office of the Presiding Judge**

W1034 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104  
Telephone: (206) 205-2820  
Fax: (206) 296-0596

Judge Corinna D. Harn,  
Chief Presiding Judge

Tricia Crozier,  
Chief Administrative Officer

December 13, 2004

Dear Law Enforcement Partner:

King County District Court is going paperless!

We will begin scanning all documents received by the court after January 1, 2005, into an electronic case management system (DCor). We are asking for your assistance with the citations, infractions and all other documents you file with the court.


To prepare for DCor, we have taken a considerable amount of time evaluating scanners for the courts in order to maximize the efficiency in the scanning and indexing process. Our scanners are capable of scanning both sides of documents including citations and notices of infractions. We are asking for your help in two areas:

- If your notes are not written on the back of the citation/infraction, please staple them with ONE staple to the document, make sure the citation/infraction number is on the attached document, and do not print notes on colored paper. If highlighter pens are used, please make these yellow only. All other colors are turned black by the scanners and therefore the information underneath can't be read.
- Incident reports on 8 ½" x 11" paper can be folded in half and attached with one staple, but again, the items listed in #1 above should be followed: no colored paper, yellow highlighter only and citation/infraction number included.

Thank you in advance for quickly sharing this information with all your officers before January 1, 2005. If you have any questions or concerns, please contact Cathy Grindle, Director, Court Technology at [cathy.grindle@metrokc.gov](mailto:cathy.grindle@metrokc.gov) or at 206-205-5515.

Our sincere thanks for helping us improve access to justice at King County District Court.

Sincerely,



Corinna D. Harn  
Chief Presiding Judge